

PART I – THE SCHEDULE

SECTION G

CONTRACT ADMINISTRATION DATA

G.1 CONTRACT ADMINISTRATION

- (a) The name and correspondence address of the Department of Energy (DOE) Contracting Officer (CO) is:

U.S. Department of Energy
Idaho Operations Office
Attn: ICP Core Contracting Officer
1955 Fremont Avenue
Idaho Falls, ID 83415-1240
Email: (to be provided)

- (b) The name and correspondence address of the DOE Contracting Officer's Representative (COR) is:

U. S. Department of Energy
Idaho Operations Office
Attn: ICP Core Contracting Officer's Representative
1955 Fremont Avenue
Idaho Falls, ID 83415-1222
Email: (to be provided)

Performance of the work under this contract shall be subject to the technical direction of DOE COR(s) in accordance with the Section I clause, DEAR 952.242-70, *Technical Direction*. Any change in any DOE COR will be made administratively by letter from the Contracting Officer consistent with Section I clause, DEAR 952.242-70, *Technical Direction*.

- (c) The designated paying office under the contract is:

Direct Mail Address:

United States Department of Energy
Oak Ridge Operations Payment Office
P. O. Box 4368
Oak Ridge, TN 37831

G.2 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, all correspondence, reports and other documents submitted under this contract shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence concerning performance of this contract shall be addressed to the Department of Energy (DOE) Contracting Officer's Representative (COR) with an information copy to the Contracting Officer (CO). The COR will be designated by separate letter and will be the primary point of contact on technical matters, subject to the restrictions of DEAR Clause 952.242-70, "Technical Direction" contained in Section I. The COR is not authorized to change any of the terms and conditions of this contract. Only the CO can make changes to the scope, term, schedule, and cost of the work.
- (b) **Patents/Technical Data Correspondence.** The Integrated Service Center (ISC) Chicago Office, acting through the Intellectual Property Law Division of the Office of Chief Counsel, DOE, 9800 South Cass Avenue, Argonne, Illinois, 60439, is hereby designated to represent the CO in administering the Patent Clauses in this contract. Correspondence concerning patent and technical data issues shall be addressed to the Chicago Office with a copy to the Idaho Operations Office Chief Counsel's Office, the CO and the COR.
- (c) **Non-technical Administrative Correspondence.** All correspondence, other than technical correspondence, shall be addressed to the CO, with information copies of the correspondence to the COR.
- (d) **Subject Line(s).** All correspondence shall contain a subject line commencing with the contract number as illustrated below:

"SUBJECT: CONTRACT NO. TBD"
(Insert subject topic after contract number, e.g., "Request for Subcontract Consent").
- (e) **Electronic Media for Reports/Plans/Documents.** Most required reports, plans, and other documents shall be submitted to DOE electronically and if required one hard copy. The data shall be in a format that will allow conversion to Portable Document Format (PDF) or Hyper Text Markup Language (HTML) for potential posting on the Internet, Intranet, or in an electronic library. If other software is used, the documents shall be scanned and then provided electronically. Electronic data shall be available within five days of the DOE request. The DOE Contracting Officer may request hard copies of reports requiring certification or contractor signature.

G.3 MODIFICATION AUTHORITY

Notwithstanding any of the other provisions of this contract, a CO shall be the only individual on behalf of the Government authorized to:

- (a) Accept non-conforming work;
- (b) Waive any requirement of this contract; or
- (c) Modify any term or condition of this contract.

G.4 DESIGNATION OF PROPERTY ADMINISTRATOR

The property administrator for this contract shall be the ID Organizational Property Management Officer (ID-OPMO).

G.5 SPECIAL PROMPT PAYMENT PROVISIONS

- (a) Any time before final payment, the CO may have the contractor's invoices or vouchers and statements of cost audited pursuant to FAR 52.216-7, Allowable Cost and Payment. Any payment to the contractor may be:
 - (1) reduced by amounts found by the CO not to constitute allowable costs, or
 - (2) adjusted for prior overpayments or underpayments.

G.6 BILLING INSTRUCTIONS

Contractors will use Standard Form 1034 (Public Voucher for Purchases and Services Other Than Personal) when requesting reimbursement for work performed on cost-reimbursement type contracts.

Contractors must submit vouchers electronically through the Oak Ridge Financial Service Center's (ORFSC) Vendor Inquiry Payment Electronic Reporting System (VIPERS). VIPERS allows vendors to submit vouchers, attach supporting documentation and check the payment status of any voucher submitted to the DOE. To obtain access to and use VIPERS, please visit the web page at <http://finweb.oro.doe.gov/vipers.htm>. Detailed instructions on how to enroll and use the system are provided on the web page. The submission of vouchers electronically will reduce correspondence and other causes for delay to a minimum and will facilitate prompt payment to the Contractor. Do not submit a paper copy of the voucher.

The voucher must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price

element of all services actually provided by the Contractor, both for the current billing period and cumulatively for the entire contract.

- (a)
- (1) Statement of Cost. The following instructions are provided for use by the Contractor in the preparation and submission of the Statement of Cost:
 - (i) Statement of Cost must be completed in accordance with the Contractor's cost accounting system.
 - (ii) Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract.
 - (iii) Indirect costs claimed must reflect the rates approved for billing purposes by the Contracting Officer.
 - (iv) The Direct Productive Labor Hour (DPLH) incurred during the current billing period must be shown and the DPLH Summary completed, if applicable.
 - (v) The total fee billed, retainage amount, and available fee must be shown.

(2) Supporting Documentation

Direct costs (e.g., labor, equipment, travel, supplies, etc.) claimed for reimbursement on the Statement of Cost must be adequately supported. The level of detail provided must clearly indicate where the funds were expended. For example, support for labor costs must include the labor category (e.g., program manager, senior engineer, technician, etc.) the hourly rate, the labor cost per category, and any claimed overtime; equipment costs must be supported by a list of the equipment purchased, along with the item's cost; supporting data for travel must include the destination of the trip, number and labor category of travelers, transportation costs, per diem costs, and purpose of the trip; and supplies should be categorized by the nature of the items (e.g., office, lab, computer, etc.) and the dollar amount per category.

Indirect rates used for billings must be clearly indicated, as well as their basis of application. When the cognizant Administrative Contracting Officer (ACO) or auditor approves a change in the billing rates, include a copy of the approval.

All claimed subcontractor costs must be supported by submitting the same detail as outlined herein.

The Contractor shall submit vouchers in accordance with Section I, FAR 52.216-7 "Allowable Cost and Payment," and as follows:

- (b) One copy of the invoice, with supporting detail shall be submitted electronically to the Contracting Officer at:

Email: (to be provided)

- (c) One copy of the invoice, with supporting detail shall be submitted electronically to the Contracting Officer's Representative (COR) as identified in the contract at:

Email: (to be provided)

G.7 DEFECTIVE OR IMPROPER INVOICES

Name, title, phone number, office name, and complete mailing address of officials of the business concern who are to be notified when DOE receives a defective or improper invoice.

< To Be Inserted by Offeror >

G.8 OBSERVANCE OF LEGAL HOLIDAYS

- (a) The Government hereby provides "notice" and the Contractor hereby acknowledges "receipt" that all Government site personnel assigned to this contract must observe the holidays set forth below:

President's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day
New Year's Day
Columbus Day
Martin Luther King, Jr. Day

- (b) Generally, Federal holidays that fall on Saturday are observed on the previous Friday, and holidays that fall on Sunday are observed on the following Monday. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

- (c) In addition to the holidays listed above, DOE personnel may observe holidays designated by Federal Statute, Executive Order, or Presidential Proclamation as a one-time day off for federal workers, such as inauguration day. And occasionally, an individual Government office will close or have an early release of staff on a scheduled day of work. The Contractor shall not be required to perform services during such closures unless the Contracting Officer designates services are essential. In the event of an unplanned Government facility closure, the Government will notify the Contractor as soon as possible after notification of the facility closure. Such observances, releases, and closures, shall not be a basis for an additional period of performance or entitlement of compensation except as set forth within the contract.